



DEPARTMENT OF THE ARMY
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY
HUMPHREYS ENGINEER CENTER
7701 TELEGRAPH ROAD
ALEXANDRIA, VA 22315-3860

REPLY TO
ATTENTION OF:

CEHEC-RM-F (37)

29 JUN 1999

MEMORANDUM FOR All HQUSACE, ISC, HECSA, ERDC - Alexandria and
WRSC Team Members

SUBJECT: Transfer of Finance and Accounting Functions from
Humphreys Engineer Center Support Activity (HECSA), Finance and
Accounting Branch (FAB) to the U.S. Army Corps of Engineers
Finance Center (UFC)

1. Effective 1 August 1999, many functions that have been performed by the HECSA FAB will transfer to the UFC in Millington, TN. The Memorandum of Understanding (MOU) establishing which functions will be transferred was signed on 26 January 1999. Functions affected by this transfer include payments to travelers and vendors, billings, collections, disbursements, and to a limited degree, financial reporting. Local operating procedures will be issued as they are developed, with points of contact identified. This information will also be posted on HECSA's home page at <http://www.hecsa.usace.army.mil>.

2. After 1 August 1999, the UFC will mail travel reimbursement checks and Electronic Funds Transfer (EFT) supporting documentation to the employee address in CEFMS. All employees should verify the accuracy of their address in CEFMS. To do this, enter CEFMS and type the smart path 10.131, query your employee ID and review your address. After you have made any needed changes to your address, press "End" to commit. Employees who have CEFMS electronic signature SmartCards should update their own CEFMS addresses. Other employees should contact Ms. Nicole Leamond by e-mail or at 428-7104. If you have already signed up for EFT for your travel reimbursements, this verification of your home address in CEFMS will serve to ensure that the documentation supporting your EFT payment reaches you.

3. We are providing letters to all of our commercial vendors announcing the transfer of paying and collection functions to the UFC. Due to this we will be required to temporarily suspend access permissions to enter receiving reports after 23 July 1999 until CEFMS re-opens on or about 5 August 1999. After July 1999, vendors will be required to mail invoices to either the receivers of goods and services or to the UFC. Therefore FAB will not continue sending e-mails to request entry of receiving reports. Receivers of goods and services will be responsible for prompt entry of receiving reports so that penalty interest will not be incurred.

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4. Contractual agreements will be modified to notify vendors where to mail future invoices. If receivers of goods and services want to view invoices sent directly to the UFC, the invoice image should be available on the UFC's invoice imaging system (Web Track) within two (2) business days after receipt. Instructions for accessing Web Track may be found by going to the UFC home page at <http://www.fc.usace.army.mil>.

5. A CEFMS "down time" will exist from 31 July 1999 until the UFC re-opens CEFMS on or about 5 August 1999. To meet the targeted milestones, the following cut off dates have been established:

a. TDY travel orders (DD Form 1610). Orders must be fully approved and authenticated by 30 July 1999. Orders that must be prepared after 30 July 1999 must be prepared manually and entered in CEFMS by the initiator as confirmatory orders when the UFC re-opens the CEFMS databases on or about 5 August 1999.

b. Travel vouchers (DD Form 1351-2).

(1) Travel vouchers (including local travel) must be approved by Travel Approving Officials no later than 16 July 1999 to be reimbursed by HECSA.

(2) Travel voucher entry and approval may continue through 30 July 1999, but vouchers approved after 16 July 1999 will be processed by the UFC after 1 August 1999.

c. Receiving reports (DD Form 1155, DD Form 250). Receiving reports for goods and/or services already received must be entered by 23 July 1999.

d. Labor. The cut off for early submission for the Pay Period Ending 31 July 1999 is 28 July 1999. All errors must be cleared by 29 July 1999.

6. The following types of CEFMS documents may be established through 30 July 1999:

a. Training Requests (DD Form 1556).

b. Purchase Requests and Commitments (DA Form 3953) to include credit cards and BPA purchases.

c. Government Orders (DD Form 448).

d. Customer Orders.

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e. Obligation documents (e.g., contracts, purchase orders, credit cards, BPAs and accepted Government Orders).

7. Emergency documents prepared manually during the blackout should be kept to a minimum. However, all manually prepared documents must be entered in CEFMS by the initiator upon the re-opening of the CEFMS databases by the UFC on or about 5 August 1999.

8. Your cooperation and understanding during this transition period will be greatly appreciated. Points of contact for additional information are Mr. Chris M. Mullen, Deputy Finance Officer, (703) 428-7173 or Mr. Arnold Anderson (703) 428-7943.

A handwritten signature in dark ink, appearing to read "Charles B. Rau", is positioned above the printed name and title.

CHARLES B. RAU
Director